



Policy HR 12.12
Pregnancy Disability Leave
Adopted by the Library Board of Trustees: 01/24/2013

1. Pregnancy Disability Leave

An employee may take an unpaid leave of absence for a pregnancy- or childbirth-related disability. The employee may use any accrued vacation, sick leave or personal day time for this purpose, in accordance with Family Medical Leave Act (FMLA). Pregnancy Disability Leave and Family Medical Act leave will run concurrently.

Once birth has occurred, the employee is eligible to take Family and Medical Leave (FMLA) if he or she so chooses.

2. Leave request and administration

- a. The Employee shall notify his/her immediate supervisor at the earliest possible date of the need for pregnancy disability leave. Notification shall include a certification from the employee's or the employee's spouse or partner's health care provider outlining the medical necessity for pregnancy disability leave and estimating the duration of the leave. Only regular employees are eligible for Pregnancy Disability Leave.
- b. If the employee's need for pregnancy disability leave extends beyond the date originally estimated by the health care provider, the request for an extension shall be supported by an updated certification from the health care provider explaining the medical necessity for such extension and estimating the expected duration.
- c. With the expiration of any accrued paid leave, the employee will be placed on unpaid Pregnancy Disability Leave.
- d. Upon return from pregnancy disability leave, an employee shall be reinstated to the same or equivalent position from which he/she took the leave, except that his/her right to reinstatement is no greater than if he/she had been actively working. An employee who takes additional paid leave or unpaid leave after pregnancy disability leave and prior to returning to work is subject to the reinstatement provisions of those leave programs.
- e. An employee who fails to return to work from pregnancy disability leave and who does not qualify for or is not granted additional leave shall be considered a voluntary quit.

3. Limited duty assignment

An employee may submit a request to the Library Director to be considered for a temporary limited duty assignment when the employee wants to continue working prior to or instead of taking pregnancy disability leave, but who is unable to perform the full duties of her position in a safe and satisfactory manner as determined by her medical provider.

Any limited duty assignment will be granted provided there is viable work to be performed, the limited duty assignment is limited in duration to the disability associated with pregnancy, and the limited duty assignment does not constitute a promotion.

4. Administration

The Library Director is responsible for administering this policy.